



## BOONE COUNTY, MISSOURI

### Request for Proposal #: 25-15JUN15 – *Purchase of Service Contracts for the Children's Services Fund*

#### ADDENDUM #1 - Issued May 21, 2015

This addendum is issued in accordance with the RFP Response Page in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum ***should be acknowledged*** and submitted with Offeror's *Response Form*. Signed addendums should be uploaded in the Required Documents section of the Proposal Cover Sheet.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

- I. The deadline for further questions regarding this RFP is 5:00 p.m., June 3, 2015.
- II. Sign-In Sheets from the pre-proposal conference on May 18 are attached for informational purpose.
- III. Clarification: Organizations currently contracted to receive Children's Services Funds should not submit an application for the currently funded program under this RFP.
- IV. Clarification: Delete 2.1.2.6, an Organizational Budget is no longer required.
- V. The County received the following questions and is providing a response:

- a. We are not required to file a form 990. We have both internal and external audits of our organization. Is this 990 exemption ok?

**Response: Each organization's exemption request will be evaluated individually. Please contact the Community Services Department to discuss your request.**

- b. Section 5 mentions that the contractor should be "...be certified, accredited or licensed in the services for which funds are requested." We are not required by State nor Federal law to have any of those credentials. Is this ok for the application?

**Response: Yes.**

- c. Our facility serves homeless children under the age of 18 when accompanied by parent/guardian. Is this lower age (18 versus 19) ok?

**Response: Yes.**

- d. How do you print the Apricot form so you can view the whole proposal at once.

**Response: Each section of the proposal needs to be printed off separately. Instructions for printing are contained within the User Guide for Apricot which may be found at:**

- e. Narrative, Page Limitation 1.1.: What is the page limitation for the proposals? Will this change due to on-line submission requirement?

**Response:** There is not a page limitation as proposals must be submitted via the online system. Each required field of the forms in the on-line system has a character limitation.

- f. Organization 2.1.2.: Are all sections 1-14 uploaded as attachments or will there be form fields on line content will be typed into or copy and pasted?

**Response:** Sections 1-4 are part of the RFP document, sections 5-11 are forms that will be filled out on-line, and sections 12-14 will be uploaded as attachments in the on-line system.

- g. Program Services 3.7.2.: Are contracts and budgets based on fee per service?

**Response:** Organizations receiving contracts will be reimbursed for services based upon the agreed upon contractual unit rate for the service. The program budget should reflect total program revenues and expenses.

- h. Program Budget Worksheet 3.7.3.: Is there a percentage preferred for indirect, administrative or personnel costs?

**Response:** Purchase of Service proposals will be evaluated by the unit rate taking into account the reasonableness of personnel and non-personnel costs.

- i. Narrative 4.1: Can organizations submit more than one proposal? Is there a maximum number of application submissions allowed?

**Response:** Yes, organizations may submit more than one proposal but may not submit more than one proposal for the same program. Organizations are not limited to the number of proposals they may submit.


- j. If two or more organizations are collaborating on a program, should each organization submit a proposal?

**Response:** No, only one proposal per program should be submitted.

- k. For acknowledgement of organizational accreditation, should organizations include any staff certifications or organizational certifications?

**Response:** No.

By:

  
Melinda Bobbitt, CPPO, CPPB  
Director of Purchasing

OFFEROR has examined **Addendum #1** to Request for Proposal# **25-15JUN15 – Purchase of Service Contracts for the Children’s Services Fund**, receipt of which is hereby acknowledged:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative Printed Name: \_\_\_\_\_

**PRE-PROPOSAL CONFERENCE – INFORMATION  
SESSION - RFP – 25-15JUN15 – PURCHASE OF SERVICE  
CONTRACTS FOR BOONE COUNTY CHILDREN’S  
SERVICES FUND, 2015 APPLICATION**

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Heather Wall	Lutheran Family Children's Services	815-9955
3.	Mable J. Grimes	Nora Stewart	449-5981
4.	Michael Trapp	Phoenix Health Programs	777-3000
5.	Stephanie Browning	Co/Boone Public Health Human Services	874-7343
6.	Michelle Stiles	Polk Boone PHTS	874-10331
7.	Meg Bartlett	Mary Jo Johnston Community Learning	449-5600
8.	Kim Harvey	Harrisburg Early Learning Center	875-5959
9.	Lue Hollis	City/County PHTS	774-7487
10.	Robert Giegling	Presbyterian Children's Home, Boone, children's	314-881-1727
11.	Christine Cooney	Lutheran Family Children's Services	314-754-2731
12.	Cheryl Howard	Nora Stewart ELC	449-5981
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15.			



**PROPOSAL OPENING**  
**RFP – 25-15JUN15 – PURCHASE OF SERVICE CONTRACTS**  
**FOR BOONE COUNTY CHILDREN'S SERVICES FUND,**  
**2015 APPLICATION**

	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Brian Martin	Putnam Community Health	573-480-4781
3.	Consuek Johnson	Two City Youth Academy	573-256-1436
4.	Jason Wilcox	Columbia Boone PHHS	573-874-7224
5.	Andrea Warner	Columbia Boone PHHS	573-874-7632
6.	Windy Ell	Univ. of MO - Dept. of Psychiatry	573 673-4057
7.	Melody Bowling	Univ. of MO Dept of Psychiatry	573- <del>230-2409</del>
8.	CYNTHIA CHAPMAN	The Salvation Army	573-442-3229 X222
9.	Shelly Lock	Child Care Agency of MO	573-4455437
10.	Nicole Elliott	BOCC	573 674 1697
11.	Nicole Elliott	Central Missouri Foster Care Adoption Assoc	573 674 1697
12.	Dan Reilly	MO Wellness Project	573 884-7534
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	<b>Representative Name</b>	<b>Business Name</b>	<b>Telephone Number</b>
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Nora Kelleher	Epworth McCallister & Grady <sup>Eng</sup>	314-918-3321
3.	Adam Savadess	Columbia Center for Urban Agriculture	573 356-9392
4.	Krithy Beika	Missouri Ends Tans	573-642-5345
5.	Nick Foster	Voluntary Action Center	573-874-2273
6.	PAM LEYHE	PREFERRED FAMILY HC	573 680 1905
7.	Nancy Lane	Rainbow House	573-471-6600
8.	Nirde Thomas	Great Circle	573-442-9331
9.	Jack Jensen	First Chance for Children	513-777-1815
10.	Carolyn M. Hester	Deep 4 Girls Club	573-234-8334
11.	KEVIN DRUNCE	EPWORTH	314-918-3308
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	Representative Name	Business Name	Telephone Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391
2.	Whitney Jovan	Youth Empowerment Zone	(607) 697-3215
3.			
4.			
5.	Becky Mark	CITA Low Income Services	573 443-2586
6.	Cathy D Richards	boone county Public Admin	573-886-4190
7.	Claire Slama	Rainbow House	573-474-6600
8.	Janie Bakutec	Rainbow House	573 474 6600
9.	Scott Clardy	blount/boone Co. Pub Health + Human	573-441-5560
10.	Rebecca Kressler	Col/Boone Co Public Admin	578-424-4757
11.	Carolee Schatz	mu Bridge	573-268-4129
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